



1678 REVOLVING FUND	
Chapter: Out-of-Home Placements	Section: Financial Supports
 <p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 17-68 Effective Date: December 2017 Scheduled Review Date:</p>	<p>Approved:</p>  Joseph E. Ribsam, Jr., DCYF Director
Related Statute(s): RSA 169-B , RSA 169-C , and RSA 169-D Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): FORM 1676 , FORM 1677 , FORM 1678 , and FORM 1679 Bridges' Screen(s) and Attachment(s):

Everyone needs and deserves a life of well-being. In addition to offering an array of services that promote opportunities for families to meet their basic needs, DCYF helps to facilitate an account to manage funds received on behalf of a child/youth. These funds reimburse the Division for expenses paid on behalf of said child/youth.

Purpose

This policy provides the procedures to access and maintain a child/youth's Revolving Fund.

Definitions

"CPSW" or **"Child Protective Service Worker"** means an employee of DCYF who is authorized by the Division to perform functions of the job classification Child Protective Service Worker.

"DCYF" or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

"JPPO" or **"Juvenile Probation and Parole Officer"** means an employee of DCYF who is authorized by the Division to perform functions of the job classification Juvenile Probation and Parole Officer.

"SSI" means Title XVI Supplemental Security Income provided by the Social Security Administration in the form of monthly payments to a disabled child or youth who meets the eligibility requirements.

Policy

- I. Income received for a child/youth in foster care who is under the supervision or custody of DCYF is deposited in a Revolving Fund account, which is managed by the Office of Finance.
 - A. The Office of Finance establishes a Revolving Fund account for a child/youth when unearned income on behalf of a child/youth is received.
 - B. Revolving Fund monies are only used to reimburse DCYF for expenses paid on behalf of the child/youth with the exception of purchases made to benefit the child/youth (see policy [1676 Social Security Benefits for Children in Placement](#)).
- II. Types of unearned income of a child/youth that may be deposited into the account include:
 - A. Child Support, initiated by the Fiscal Specialist as part of the Medicaid application process;

- B. Veterans Administration (VA) benefits;
 - C. Social Security/Disability (SSA) and Supplemental Security Income (SSI) benefits; and/or
 - D. Reimbursements for services and placement.
 - 1. Reimbursement for services and placement funds should not be redirected into the Revolving Fund for a child/youth who has been adopted through DCYF.
 - 2. Reimbursement for services and placements does apply with adoptive parents who have been found to have committed the abuse/neglect against the child/youth. (RSA 169-B:40; 169-C:27; 169-D:29).
- III. Account balances are monitored by the Fiscal Specialist to ensure that income and resource changes are in compliance with Medicaid/IV-E and Supplemental Security Income (SSI) guidelines, and that individuals and agencies are notified of changes as appropriate.
- A. For example, if DCYF acts as the representative payee of a child/youth's SSI benefit, and child support and/or parental reimbursement monies are also being deposited into the Revolving Fund, this "unearned income" must be reported to the Social Security Administration due to unearned income contributing to the child/youth's direct care and is a determining factor in monthly SSI benefit rates.
- IV. The account may be accessed for specific needs of the child/youth via "Revolving Fund Disbursement" Form 1678, by the CPSW/JPPPO. (For example, if a CPSW/JPPPO and his/her Supervisor determine that a bicycle would help a child/youth in foster care with gross motor skills, then revolving funds may be secured.)
- A. When a disbursement is requested, the Fiscal Specialist shall complete Form 1678 and forward it on to the CPSW/JPPPO.
 - B. The CPSW/JPPPO must sign Form 1678 and obtain their supervisor's supporting signature. Once this is complete the CPSW/JPPPO will forward the form back to the Fiscal Specialist for processing.
 - C. Form 1678 "Revolving Fund Disbursement" is submitted to the Office of Finance with disbursement instructions.
 - D. Excessive disbursements and inappropriate withdrawals must be avoided from the account as its primary purpose is for the child/youth's board and care maintenance.
 - E. **Receipts for items purchased must be obtained by the CPSW/JPPPO and forwarded to the Fiscal Specialist. Receipts MUST then be retained in the [eligibility file](#).**
- V. Reporting Changes:
- A. The CPSW/JPPPO and Fiscal Specialist must work together to ensure that all individuals and agencies have been notified of changes in representative payee status and disbursements that have been documented with receipts for total expenses.

1. The parent must be notified via the "Payee Letter to Parents" Form 1676 that contacting the local Social Security Administration office is mandatory for payee change; and
 2. The Social Security Administration, Concord office, is notified of DCYF payee resignation and of the exact date the child/youth returns home via the "Change of Payee Letter" Form 1677.
- B. Failure to report to the Social Security Administration results in overpayment, which DCYF, as the representative payee, must repay.
- C. If the revolving fund balance exceeds \$2,000.00 and the child/youth is an SSI recipient, this also must be reported immediately to the Social Security Administration, as the resource limit for SSI is \$2,000.00 (see policy [1676 Social Security Benefits for Children in Placement](#)).

VI. Representative Payee:

- A. DCYF applies to be the representative payee whenever a child/youth enters into placement. However, the Social Security Administration makes the final determination as to who is appointed as a new representative payee.
- B. When a child/youth returns home, a delay may occur in the reappointment if a parent fails to contact the local Social Security Administration office to reapply as representative payee, or if DCYF fails to initiate resignation as payee.
1. DCYF frequently needs to remain as representative payee until reassignment has occurred and notification is received from the Social Security Administration.
 2. Funds may continue to be deposited in the interim of this change.
 - (a) The CPSW/JPPPO and/or Fiscal Specialist must request the Office of Finance to enable a "stop indicator" on the account to ensure that monies will not be released into the system that need to be returned to the Social Security Administration directly.
 - (b) The Fiscal Specialist should use priority e-mail with the Office of Finance to provide a record of the request.

VII. Revolving Fund Reimbursement Process:

- A. The first claims reimbursed out of the Revolving Fund are the last claims paid through Bridges.
- B. Federal and State funding sources are reimbursed for expenses if such a funding source was billed in the original claim.
- C. Example:
1. If claims are submitted and paid out of the Child and Family Services account for dates 10/1 through 10/10, the Revolving Fund is accessed for reimbursement to DCYF.

2. The last claim paid, regardless of the service date, is the first claim entitled to be reimbursed.
3. When that claim is paid, the next last claim will be entitled to reimbursement.
4. If the child/youth's Revolving Fund account balance is zero, the current bills are not reimbursed.
5. If the account receives income from child support on 10/30 and a subsequent claim is submitted for 10/17, the claims dated 10/17 would be reimbursed before the claims submitted for 10/1 - 10/10.

VIII. When a Child/Youth Leaves Placement the Fiscal Specialist shall:

- A. Complete Form 1678 "Revolving Fund Disbursement" to notify the Office of Finance for final disbursement of funds.
- B. Immediately notify the Social Security Administration via the "Change of Payee Letter" Form 1677.
 1. The Office of Finance also must be notified for correct disbursement.
 2. Delays in notifying Social Security Administration and the Office of Finance result in overpayments.
- C. Complete the "Information Transmittal" Form 1679 to notify the Office of Child Support.